

# Annual Missouri TSA State Conference

April 6-8, 2006

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## About the Conference

Be sure to make copies of each form you complete for your records before sending them to Missouri TSA. If you have any questions about the conference, forms, or general information please do not hesitate to contact the state advisor's office.


**ALL FORMS MUST BE TYPED**

**NO HANDWRITTEN FORMS WILL BE ACCEPTED**

### REGISTRATION:

**NEW!!** Please complete the on-line Conference Registration at [http://dese.mo.gov/divcareered/tsa\\_student\\_conferences.htm](http://dese.mo.gov/divcareered/tsa_student_conferences.htm). **NOTE:** The online registration will be available to chapter advisors by March 15, 2006. The on-line registration turns off automatically at 12:01 am Wednesday, March 14, 2006.

The following items will be required at registration check in from 4:00 pm until 6:00 pm, Thursday, April 6, 2006.

1. ONLY Check or Money Order for the exact amount of your chapter total registration. (total number of attendees X \$45)
2.  [Signed 'Advisor Conference Contract' Fill in form.](#)

3. Room assignment list to include the room number for each attendee (Advisors, Chaperones, Guests and Students).




4.  [Hotel Lodging and Room Assignment Fill in form](#)

All word documents are in Adobe Acrobat protected format that can be utilized by using the tab key to move to the next cell. If you have any questions about the PDF format contact: [Email to: W.Doug.Miller@dese.mo.gov](mailto:W.Doug.Miller@dese.mo.gov) or by phone at: 573.751.7764

 [Judges Registration Fill in form](#)

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### Don't Forget These Important Dates and Deadlines

Postmark Date	Person Responsible	Name of Form
January 10, 2006	Officer Candidates	<a href="#">Missouri State Officer Candidate Requirements and Filing Form</a>  <b>Fill in form</b> Due to State Advisor
February 1, 2006	Chapter Advisor	<a href="#">Chapter Affiliation</a> to National TSA Office final deadline. (students not affiliated as TSA members will be ineligible to compete after this date)
March 1, 2006	Chapter Advisors	*Advisor of the Year deadline *Chapter Excellence program deadline *TSA Honor Society applications deadline *Achievement program deadline
(See Forms)	Chapter Advisor	 <a href="#">Lodging Reservation Form</a> <b>Fill in form</b>  <a href="#">Judges Registration Form</a> <b>Fill in form</b>
<b>On-Line</b>	Chapter Advisor	Conference Registration <ul style="list-style-type: none"> <li>• High School</li> <li>• Middle School</li> </ul>
<a href="http://dese.mo.gov/divcareered/tsa_student_conferences.htm">http://dese.mo.gov/divcareered/tsa_student_conferences.htm</a>		
March 15, 2006	Chapter Advisor	Written registration refund request due to State Advisor

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## State Advisor Welcome

Welcome to the Annual Missouri State Conference and to Central Missouri State University and Warrensburg, Missouri. Thanks to the CERC (Curriculum Event Resource Committee) for their hard work and commitment to making the Missouri TSA State Conference experience a good one. Thanks to Dr. Michael Wright, Department Chair of Technology and Occupational Education, Mr. Ben Yates, Coordinator of Technology Education and the Central Missouri State University TECA Chapter for their hard work in coordinating the campus facilities and special activities used during this conference and to their commitment to promoting Technology Education. Thanks to this years State Officer Leadership Team for their leadership and guidance as Missouri TSA leadership standards were raised again to a new level. A strong foundation and framework is continuing to be built that will move us to the future with even greater success.


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## Conference At-a-Glance

This conference schedule is provided so that advisors and students can make tentative plans for the daily activities. You will note that some events have specific check in times. Program changes may occur at the conference site and there will be a posted notice in a specified location during the conference. All of the events will occur in the **Multi Purpose Building** and the General Sessions will be held in the **University Union Ballroom**.

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Thursday, April 6	
1:00 pm - 3:00 pm	Missouri TSA Inc., Board of Directors meeting and State Officer Team meeting
3:00 pm	2006-2007 State Officer Candidates Meeting—Required
3:00 pm	Lodging Check In:
1:00 pm - 6:00 pm	State Officer Candidates setup campaign booths
4:00 pm - 6:00 pm	Registration
7:00 pm - 8:00 pm	Opening General Session
8:00 pm - 10:00 pm	Written Tests
	Event Check In (selected events-see master schedule on gym floor)
10:30 pm - 11:00 pm	Missouri District meetings (all chapters meet in one of the nine district areas of Missouri to provide an opportunity for State Officer Candidates to campaign see map for your district)
11:30 pm	Curfew
Friday, April 7	

7:30 am – 8:00 am	<b>All Chapter Delegates Must Be Seated</b> (instructions will begin promptly at 8:00 am)
8:30 am - 9:30 am	<b>General Session</b> Business Meeting
9:30 am – 10:00 am	<b>All Advisors Meeting and Update</b>
10:00 am - 12:00 pm	Events in Progress
12:00 pm - 1:00 pm	Lunch (on your own, except where provided)
1:00 pm - 6:00 pm	Events in Progress
<b>1:00 pm – 5:00 pm</b>	<b>CMSU TECA Tours</b> <b>Thanks to the hard work of the TECA Officers and members, you can register for a “hands-on” tour of the Technology Education Program.</b>
5:00 pm - 6:00 pm	Dinner (on your own)
6:30 pm – 7:30pm	<b>Missouri District meetings</b> (all chapters meet in one of the nine district areas of Missouri to provide an opportunity for State Officer Candidates to campaign see map for your district)
7:30 pm - 10:30 pm	 <b>American Cancer Society ‘Mini’ Relay for Life</b>
11:30 pm	<b>Curfew</b>
<b>Saturday, April 8</b>	
8:30 am - 10:30 am	<b>Final General Session</b> <b>Awards Ceremony</b>
11:00 am	Adjourn
Immediately following Awards Ceremony	<b><i>Required meeting with all advisors and student attending National TSA in Chicago, Illinois.</i></b>
Immediately following National Conference meeting	<b><i>New Missouri TSA Inc., Board of Directors Meeting (Brief)</i></b>
Immediately following National Conference meeting	<b><i>New Missouri TSA 2006-2007 State Officers Meeting (Brief)</i></b>

## Conference Management Staff

Missouri TSA is one of the fastest growing Career and Technical Student Organizations. We are proud to host the Missouri TSA State Leadership and Career Development Conference. The Conference management led by our TSA State Advisor Doug Miller, our CERC (Curriculum Event Resource Committee) Co-Chairs Dan Busekrus and Jim Hogan, our TSA State Officer Team, and the staff of the Industrial Education Section of the Missouri Department of Elementary and Secondary Education.

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Name	Responsibility
Industrial Education Staff	Registration, publicity, program, sponsors and accounting
CERC Team	Curricular Events, judges, and resources
2005-2006 State Officer Team	General Sessions and social activities
CMSU TECA Chapter and CMSU Staff	Tours, Facilities and Special Activities

## Competitive Events

The 2005-2006 Curricular Resource Guide, High School program and the 2006-2007 Curricular Resource Guide, Middle School program, will govern the program of our competitive events for our Annual Missouri TSA State Leadership and Career Development Conference. You can obtain both of these resource publications from National TSA at:

<http://www.tsaweb.org/get.php?page=/publications/> or by phone 703-860-9000.

These two documents cover all of the rules and specifications for every event scheduled for the conference. In addition, you may view a summary of the High School events at: <http://www.tsaweb.org> and Middle School events at:

<http://www.tsaweb.org>

We encourage each chapter advisor to keep changes, substitutions or additions to a minimum. All students must be affiliated through a local chapter, state delegation, and the national association to be eligible to attend and participate in our Missouri TSA State Leadership and Career Development Conference.

**Chapter Advisors, please forward a copy of your official affiliation roster to Missouri TSA State Advisor prior to February 1, 2006**

Our policy is to recognize the Top Ten finalists in each event for the Awards Ceremony. The Top Ten Finalist will be posted on the Missouri TSA home page titled "[Missouri TSA Gallery of Distinction](#)".

## **Competitive Event Themes**

### **Levels of Competition**

The categories used for competitive event grade level requirements are as follows:

- Level I -- Middle School - Grades 6 thru \*9
- Level II -- High School - Grades \*9 thru 12

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\*Ninth graders compete at the level for which the chapter affiliates. If the 9th grade is housed at the high school level then the student competes at the high school level. If the 9th grader is housed at the middle school then the student competes at the middle school level. If you have any questions about the ninth grade category contact the State Advisor or CERC Chairman.

## **HIGH SCHOOL PROGRAM MIDDLE SCHOOL PROGRAM**

<http://tsa.timberlakepublishing.com/content.asp?parentid=504&contentid=511>

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### **Event Check In**

All events times and locations are subject to change and or cancellation, please check the conference program that will be distributed at check in

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### **Judges Event Registration**

Have you ever thought about becoming involved in judging competitive events? Well, we have just the opportunity for you to judge a competitive event at the Annual Missouri TSA State Leadership and Career Development Conference, April 28-30, 2005, at Central Missouri State University in Warrensburg, Missouri. You will be providing a valuable service to students who are striving for excellence and the opportunity to attend nationals. We appreciate judges paying their own expenses to minimize the expense to the students. We ask that you complete the Judges Registration Form and forward it to:

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Doug Miller  
Supervisor of Technology Education  
**Missouri Department of Elementary and Secondary Education**  
P.O. Box 480  
Jefferson City, Missouri 65102-0480  
[Email to: W.Doug.Miller@dese.mo.gov](mailto:W.Doug.Miller@dese.mo.gov)

## **Attendance Criteria**

The Missouri TSA, Inc., Board of Directors' recommend that there be a minimum of one adult advisor or chaperone for every ten student delegates. All advisors, chaperones, or sponsors must register for the conference, pay the registration fee, and attend the duration of the conference.

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**Each Missouri TSA participating member must meet the criteria below to be eligible to attend the conference.**

- Be a current member in good standing of a [chartered](#) local, Missouri, and National TSA. Membership must be on record with the Missouri and National TSA and verified by the signatures of the chapter advisors on the registration forms.
- Have the written approval of the school administration. (Kept by Advisor)
- Have the written approval of parent or guardian. (Kept by Advisor)
- Provide your local advisor with a medical release form provided by your local school district. (Kept by Advisor)

## **Dress Code**

Chapter advisors, and parents and chaperones, are responsible for seeing that all TSA student members wear official TSA attire, professional TSA attire, or business casual TSA attire as occasions may require. Official TSA attire, professional TSA attire, and business casual TSA attire are considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, and guests) serve as role models at TSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. Students must adhere to the TSA dress code requirements as listed below.

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- During general sessions at the state and national conference, student members must wear official TSA attire, professional TSA attire, or business casual attire. Adults must dress appropriately.
- TSA contestants must refer to the TSA curricular resource guides for specific attire required for each competition and in the Competitive Events Attire section in the general rules.

### **Official TSA Attire (most formal)**

Blazer: navy blue with official TSA patch

Ties: scarlet red imprinted with official TSA logo (for males and females)

Shirt or blouse: white, button-up with turn down collar

Pants or skirt: light gray

Dark socks: males only (black or dark blue)

Shoes: black dress shoes (unacceptable: athletic shoes, combat or work boots)

Sandals: females only may wear black open toe shoes or sandals

**\*Professional TSA Attire (less formal)**

Shirt: males or females, button-up with turn down collar  
(unacceptable: t-shirt, polo or golf shirt)

Blouses: females only

Ties: males required, females optional

Dress pants (unacceptable: jeans, baggy pants, exterior pocket pants)

Dresses/skirts: females only (length even with tips of one's fingers)

Dark socks: males only (black or dark blue)

Shoes: dress shoes or boots (unacceptable: athletic shoes, combat or work boots)

Sandals: females only may wear open toe shoes or sandals

**Business Casual TSA Attire (least formal)**

Same as professional attire, however a tie is not required, and the shirt or blouse may be a polo or golf shirt. (Unacceptable: t-shirt or shorts)

**\*The Professional Attire is the minimum for all first time chapters attending the State Conference.**

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**Rules Interpretation Panel**

The Missouri TSA CERC Team presides at all Missouri TSA State Conferences. Members of this team are available at the conference to answer any questions that you may have concerning all event, rules and regulations. If an interpretation of an event is necessary, they will convene a review team of CERC members to interpret the question in a closed meeting. They are the sole authority of the events and they are to insure consistent and fair interpretation. There is no interpretation of the event rules and procedures beyond their written guidelines and instructions.

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**CODE OF CONDUCT**

**STUDENT ATTENDEES**

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not remain in the sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my legal spouse.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.



6. I will not leave the hotel or motel without the express permission of my local chapter advisor. Should I receive permission, I will leave a written notice of where I will be.
7. My conduct shall be exemplary at all times.
8. I will keep my advisor informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect official TSA dress and not use tobacco products during any TSA activity.
11. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times.

Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for disqualification, immediate removal from office or competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's local school district administrator and parents or guardians.

The participant's entire voting delegation could be unseated due to the violation, and the candidates or competitors from the participant's local school and chapter could be disqualified as well. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

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### **ADVISOR ATTENDEES**

- Advisors shall conduct periodic meetings with their student delegates and voting delegates for the purpose of reviewing the many conference activities for participants, obtaining progress reports, emphasizing time schedules, sharing successes and, overall, to ensure that the students are taking full advantage of the conference and its activities.
- All Medical Forms or School Liability Forms will be in the advisors possession at all times.
- Advisors shall keep an agenda for their own time and give it to their students so that the advisor may be reached during the conference at any time.
- Each advisor shall be responsible for seeing that participants adhere to all code of conduct practices and procedures as published in this book.

The rules, as stated in this Code of Conduct and in the Dress Code are called to your attention for review and apply to advisors as well as students.

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All Missouri TSA lead Advisors/Chaperones are required to complete the "Advisor Conference Contract" and turned in during on-site registration. You can locate this form by clicking on the following PDF link: [Advisor Conference Contract](#)

## Insurance Coverage

All conference participants are advised that personal items, which are brought to the conference, are the sole responsibility of the attendee who brings that item. If you bring items of value, you are responsible for their safe keeping at all times during the conference. This includes items used during the competitive curricular events.



Missouri TSA accepts no responsibility for lost, misplaced, or stolen items and will not replace them. This policy includes all attendees to this conference. The conference insurance purchased by Missouri TSA Inc. is limited to that which is required by law for such student events or activities.

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## Conference Highlights

### Awards and Recognition


<b>Awards and Recognition</b>  Advisor of the Year Award      Chapter Excellence Awards  TSA Technology Honor Society      TSA Achievement Awards		<b>Guest Speaker</b> We search for an exciting and enthusiastic speaker that will inspire you and your chapter to reach for excellence. This year is no exception; we have a guest speaker who has a passion for TSA and its values for all students who participate in this great organization.
It is our opportunity to recognize an outstanding teacher from Missouri TSA each year at our State Conference. Missouri TSA recognizes Chapters that exhibited excellence for a job well done by its membership.  Involve your students in the TSA Technology Honor Society and the TSA Achievement Program by completing the applications on the web at <a href="http://dese.mo.gov/divcareered/forms.htm#TSA">http://dese.mo.gov/divcareered/forms.htm#TSA</a> . The deadline for all of these applications for awards are due in the state office by February 1st.		
<b>Special Interest Sessions:</b> We are proud of our Missouri TSA Conference and its opportunities for students to pursue excellence in all aspects of career development. Students have	<b>Special Activities:</b> Missouri TSA and the American Cancer Society have a special event scheduled for Friday evening from 8:00 pm - 10:00 pm. This is an opportunity for Missouri TSA members to participate in an exciting and	

many opportunities to stretch their potential through participation in curricular events, leadership training, public speaking, problem solving, and a host of other experiences designed to encourage achievement.	valuable service project. The Missouri TSA State Officers Team and The Missouri Department of Elementary and Secondary Education's Industrial Education staff will be hosting this experience for your pleasure.
<b>Expo Exhibits:</b> This is a new area of development for our State Conference and we encourage all participants to attend sometime during Friday's Conference activities. There will be several vendors and educational representatives available to answer questions and provide information and products for the field of Technology.	<b>Sponsors</b>  <div style="text-align: center;">      915 East Jefferson  Pittsburg, Kansas 66762  800-835-0686  www.pitsco.com </div>

### General Sessions

We are experiencing something exciting as we have made history each year four years consecutively in TSA. This year is no exception and we anticipate the next few years to witness some tremendous growth in TSA. Catch the Fire and join TSA.

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Opening General Session	7:00 pm - 8:00 pm Thursday, April 6, 2006
 <p>Our Missouri State Conference begins with an exciting video presentation about TSA and the National Anthem presentation on a trumpet by a Missouri student, and then followed by the Missouri National Guards presentation of Colors.</p> <p>Our guest speaker will address the assembly with a motivational and enthusiastic presentation.</p>	
Second General Session	9:00 am - 10:00 am Friday, April 29, 2005



It is time to vote for your Missouri TSA State Officer Team that will serve during 2006-2007!!

Our Missouri TSA State Officer candidates for 2006-2007 are presented to the assembly to respond to specially selected questions by the current State Officers. This is the business session of our Missouri TSA where resolutions, amendments, and special recognitions are entertained.

Final General Session and Awards Ceremony

8:30 am - 11:00 am Saturday, April 8, 2006



This is the most celebrated moment of the conference, the Awards Ceremony when the Top Ten finalists in each event are recognized for their achievements. In addition, the 2006-2007 Missouri TSA State Officer Team will be introduced and installed during this session. Final remarks by our outgoing Missouri TSA State President, Laine Shay, Clinton High School and the adjournment of the 2006 State Conference.

### Conference Registration

Chapter Advisors - **(Must contact State Advisor for an extension)**. Refunds will be granted only to members who provide a written request to the Missouri State Advisor postmarked by March 15, 2006. All of our conference activities and facilities costs are determined by the number of attendees, so it is beneficial to you and your students to help us control costs by accurate and correct information for your registration. Be sure to select the correct registration page for middle school or high school students. It is very helpful to make sure the information on the registration web site is accurate and spelled correctly. Please print and retain a copy for your records.

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Fees are:

Pre-Registration

\$ 45.00

All refunds will be mailed after March 15, 2006 a 50% cancellation fee will be deducted accordingly. There will be **no refunds issued** for schools failing to contact the state advisor after the March 20, 2005.

### Warrensburg Maps and Lodging Information

For information about Warrensburg, Missouri, you can select from the following choices to assist you in coordinating your conference experience:

[Hotel Lodging and Room Assignment Form](#) (PDF)

**Fill in form**

[Chamber of Commerce](#)

[Accommodations](#)

[Restaurants](#)

[City Map](#)

[CMSU Campus Map](#)

## **Voting Delegates**

The number of voting delegates for each chapter is based on the Missouri TSA Bylaws (student version) Article IV, Section 2, which states: Each chartered chapter is entitled to two (2) voting delegates for every ten (10) members for the purpose of transacting business of Missouri TSA. In case of a delegate's inability to attend, an alternate local delegate may be appointed by the local chapter's advisor.

Designated voting delegates must be in attendance for each chapter to receive its allowable number of voting delegates. Each voting delegate will receive a delegates ribbon to attach to his or her nametag and only the voting delegates will be seated in the designated area during the business session.

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